

**Proposal Review Committee**  
**September 23, 2014**  
Statewide Benefits Office  
500 W. Loockerman Street  
Duncan Building, Ste. 320, Dover, Delaware

**Public Session:** 1:32 p.m.

The Proposal Review Committee met on September 23, 2014, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Brenda Lakeman, OMB, Director, HR and Benefits Administration  
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits  
Leslie Ramsey, OMB, Program Lead, Statewide Benefits  
Valerie Watson, Department of Finance  
Kimberly Reinagel-Nietubicz, Office of Controller General  
Rebecca Zink, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Hal Taylor, Correctional Officers' Association  
Emily Cunningham, Office of the Lt. Governor  
Ashley Tucker, Administrative Office of the Courts  
Wendy Brown, Department of Health and Social Services  
Bryan Spivey, Segal Consulting Group

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 1:32 p.m. Mr. Spivey was present via conference call.

**Approval of Minutes**

Ms. Lakeman requested a motion to approve of the minutes from the August 26, 2014, meeting of the Proposal Review Committee. A motion was made by Ms. Watson and seconded by Ms. Ramsey to accept the draft with changes to two typographical errors. The motion was approved with unanimous voice vote.

**Discussion of the RFP for the Group Life Insurance Program**

Ms. Lakeman requested a motion to move into Executive Session to discuss the plan designs and the finalists' follow-up responses and best and final offers. Ms. Cunningham made the motion and it was seconded by Ms. Vaughn. The PRC moved into Executive Session at 1:36 p.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Lakeman. A motion was made by Ms. Cunningham at 2:30 p.m. to move back into the public meeting and Ms. Brown seconded.

**Adjournment:** With no further business, a motion to adjourn was made by Ms. Watson and seconded by Ms. Rentz. Upon unanimous voice approval, the meeting was adjourned at 2:30 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Ehemann*

Laurene M. Ehemann  
RFP and Contract Manager